

MJI Resource Library Recent Additions

Communication Resources

- How to Say It At Work: Putting Yourself Across with Power Words, Phrases, Body Language, and Communication Secrets Jack Griffin
 - This book will help you avoid the common verbal and nonverbal pitfalls that can derail an otherwise promising career. Learn to overcome hostility, unfairness, and indifference yours and others'.
- How to Say It For Women: Communicating with Confidence and Power Using the Language of Success Phyllis Mindell

In the workplace, language is power. Too often women in leadership positions fail to harness that power successfully. Instead, they adopt a language of weakness that undermines their authority and effectiveness. Or they adopt the power language of men, and encounter resistance even as they sacrifice their femininity and integrity.

How to Win Friends and Influence People - Dale Carnegie

For more than sixty years the rock-solid, time tested advice offered in this book has carried thousands of people up the ladder of success in their business and personal lives.

Send: The Essential Guide to Email for Office and Home – Shipley and Schwalbe

Whether you email just a little or never stop, here at last, is an authoritative and delightful book that shows how to write the perfect email – at work, at school, or anywhere. Send also points out the numerous (but not always obvious) times when email can be the worst option and might land you in hot water.

Who Moved My Cheese? An Amazing Way to Deal with Change in Your Work and in Your Life – Spencer Johnson

This book is a simple parable that reveals profound truths about change. It is an amusing and enlightening story of four characters who live in a "maze" and look for "cheese" to nourish them and make them happy.

Working with Emotional Intelligence – Daniel Goleman

This book illustrates that the single most important factor in achieving top leadership positions is not your IQ, level of education, or technical expertise. It is your ability to manage your emotions on the job

Leadership Resources

1001 Ways to Energize Employees – Bob Nelson

This book is filled with practical ideas and practices on building employee morale and unleashing their potential. This book offers a wide variety of ideas for increasing employee involvement and enthusiasm for their work.

Good to Great: Why Some Companies Make the Leap...and Others Don't – Jim Collins "Good is the enemy of great. And that is one of the key reasons why we have so little that becomes great. We don't have great schools, principally because we have good schools. We don't have great government, principally because we have good government." Learn how you can apply some new strategies to move your organization from good to great.



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Leadership Resources continued

- The 7 Habits of Highly Effective People Stephen R. Covey
 - Author Stephen Covey presents a holistic, integrated, principle-centered approach for solving personal and professional problems. With penetrating insights and pointed anecdotes, Covey reveals a step-by-step pathway for living with fairness, integrity, honesty, and human dignity principles that give us the security to adapt to change, and the wisdom and power to take advantage of the opportunities that change creates.
- The 8th Habit Personal Workbook: Strategies to Take You from Effectiveness to Greatness Stephen R. Covey

In order to thrive in what Covey calls the new Knowledge Worker Age, we need to build on and move beyond effectiveness -- to greatness. Accessing the higher reaches of human genius and motivation in today's reality requires a whole new habit. The questionnaires, tests, self-assessments, and other exercises in this workbook provide a hands-on approach to developing the mind-set, skill-set and tool-set for achieving greatness in the Knowledge Worker Age.

The Ethics of Excellence - Price Pritchett

This short book provides insights on developing excellence in the workplace. "Excellence never happens by accident. We have to make it happen. And our methods matter every bit as much as our results."

The First-Time Manager - Loren B. Belker

In the working world, top performers are regularly rewarded with promotions to management-whether they are prepared for the advancement or not. Loren Belker's bestselling primer on supervisory skills, *The First-Time Manager*, has long offered clear advice on leadership, motivation, discipline, and other tricks of the trade that are required of anyone in a supervisory position.

- The Handbook of Coaching: A Comprehensive Resource Guide for Managers, Executives, Consultants, and Human Resource Professionals Frederic Hudson In this book Hudson presents an introduction to professional coaching competencies by identifying the critical knowledge areas, skills, and techniques required to be an effective coach.
- ☐ The Leadership Challenge Kouzes and Posner

After researching more than 60,000 leaders in private and public sector organizations, the authors discovered recurring patterns of success. From the data collected, they've distilled a solid set of practical, concrete concepts and behaviors that can lead ordinary people to extraordinary results.

The One Minute Manager – Kenneth H. Blanchard

The One Minute Manager is a concise, easily read story that reveals three very practical secrets: One Minute Goals, One Minute Praisings, and One Minute Reprimands. The book also presents several studies in medicine and the behavioral sciences that clearly explain why these apparently simple methods work so well with so many people. By the book's end you will know how to apply them to your own situation and enjoy the benefits.



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Time Management Resources

Eat That Frog!: 21 Great Ways to Stop Procrastinating and Get More Done in Less Time
- Brian Tracy

The legendary *Eat That Frog!* provides the 21 most effective methods for conquering procrastination and accomplishing more. This new edition is revised and updated throughout, and includes brand new information on how to keep technology from dominating our time.

How to Be Organized in Spite of Yourself: Time and Space Management That Works With Your Personal Style – Schlenger and Roesch

This is the perfect resource for the modern age of fast-paced business and lifestyles. Recognizing that just one organizational system is not for everyone, the authors have devised solutions that provide ten different systems to match ten basic personality types such as Perfectionist Plus, Hopper, Fence Sitter, Pack Rat, and Total Slob. Whatever a person's style, whatever their habits, this book contains a surefire remedy to keep them organized and coordinated.

Team Building Resources

Quick Teambuilding Activities for Busy Managers: 50 Exercises That Get Results in Just 15 Minutes – Brian Cole Miller

These great team building activities will help you build new teams and help teams assimilate new members, deal with change, find creative ways to solve problems and work together, improve communication, and leverage diversity to meet team goals.

☐ Teamwork: The Team Member Handbook – Price Pritchett

This short book issues the 16 guidelines for turning any group into a tightly-knit, high-powered team capable of achieving outstanding results. Job satisfaction climbs as performance improves. Jobs become more secure because good results protect the people who create them. It pays to play on a winning team.

To request materials, please visit the MJI Resource Library at http://216.120.158.94/resources/resources.html

or contact Denise Kruger at KrugerD@courts.mi.gov.